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OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch  
Superintendent

DATE: October 11, 2007

TO: School Administrators and Food Service Managers/Directors

FROM: Kenadine Johnson, Cooperative Purchase Coordinator

SUBJECT: Ordering for the Winter 2007-08 OPI Cooperative Purchase Program Bid

Enclosed are the directions for ordering food and non-food items on the new Internet-based ordering system. Schools will order with the new system starting with the Winter 2007-08 OPI Cooperative Purchase Bid. **Please ensure that your food service manager/director receives a copy of this memorandum.**

Please note the following:

1. There will now be four deliveries per bid period (one per month). With a fall and winter bid, schools now have the opportunity to take advantage of the great prices through the OPI Cooperative Purchase Program and receive up to eight deliveries per year!
2. Orders for the Winter 2007-08 OPI Cooperative Purchase Program are due by November 5, 2007. Schools must use the new Internet-based ordering system at <http://data.opi.mt.gov/CooperativePurchasing/>. Schools should order in quantities that can be used in the period of January 2008 through June 2008.
3. Complete instructions for ordering online are enclosed. Please follow the enclosed instructions for submitting your school's cooperative bid purchase, print off the signature page, and send either by mail: the Office of Public Instruction, School Nutrition Programs, PO Box 202501, Helena, MT 59620-2501 or by fax: (406) 444-2955. The authorization form **must** be signed by the food service manager/director and by the authorized representative of the School Food Authority.
4. There is no minimum/maximum quantity of food that can be ordered. Managers/directors should note the pack size when ordering. *Fall Cooperative Purchase orders totaling \$200 or less per delivery may be subject to a combined bi-monthly delivery.*

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5. The bid will require items to be delivered as follows:
  - a. First delivery will begin by January 18, 2008 and be completed by February 18, 2008.
  - b. The Winter 2007-08 bid deliveries will be in one month time periods; i.e., January 18, 2008 – February 18, 2008 – March 18, 2008 and April 18, 2008.
  - c. Food items will be delivered to schools between the hours of 7:00 a.m. and 5:00 p.m. on school days.
6. School Food Authorities are responsible for paying for the food items ordered through the OPI Cooperative Purchase Program. Payment for products must be made within 45 days of delivery for each delivery period.
7. The OPI Cooperative Purchase Program will charge participating School Food Authorities a three percent administration fee. Warrants or checks, **for the administrative fee only**, are payable to the Cooperative Purchase Fund. The OPI administrative fee will be billed during the third delivery period and payment is due within 30 days.
8. If you do not receive all of the items you ordered or you have been charged a price different from the bid price, please call OPI at (406) 444-4412 immediately. The only exception is on items priced per pound.

If you have questions, please contact Kenadine Johnson, Cooperative Bid Coordinator at 444-4412 or [kennie@mt.gov](mailto:kennie@mt.gov).

Enclosure